



CITY OF LEMON GROVE
invites applications for the position of:

Heartland Fire & Rescue Battalion Chief

SALARY: See Position Description

OPENING DATE: 08/21/2017

CLOSING DATE: 09/04/2017 05:30 PM

POSITION DESCRIPTION:

ANNUAL SALARY

El Cajon: \$92,019 – \$114,645

La Mesa: \$96,636 – \$117,478

Lemon Grove: \$87,676 – \$115,476

Function: Under administrative direction, plans, organizes and directs the activities of personnel engaged in the protection of life and property from losses due to fire, medical and other emergencies; plans and coordinates department programs such as training, fire prevention inspections, emergency medical services, apparatus, vehicle and station maintenance and operation; communications activities and other special programs as assigned; performs related work as required.

Class Characteristics: Employees in this class may be assigned to any of the divisions (Operations, EMS or Training) within the Heartland Fire and Rescue Department. Assignments are on 56 hours/week or 40 hours/week shift schedules at the sole discretion of the Fire Chief. Employees may also be rotated to different platoons or assignments at the sole discretion of the Fire Chief.

TYPICAL DUTIES:

- Coordinates activities of fire suppression platoon during all emergency and non-emergency activities;
- Responsible for staffing and personnel assignments;
- Inspects Fire Department facilities and equipment for repair, cleanliness and routine maintenance;
- Responds to fire and other emergency calls;
- Takes command at the scene of an emergency;
- Requests assistance from other agencies as needed;
- Directs proper cleanup and investigation following the suppression of a fire or other emergency;
- Determines deployment and assignments to provide the fire prevention, suppression and emergency medical services and to accomplish the objectives of the department;
- Reviews work results and reports, makes recommendations for improvement or commendations;
- Directs reporting activities following the suppression of a fire or other emergency;
- Assists in the preparation of platoon budget;
- Trains, supervises and evaluates subordinate personnel;
- Coordinates and delivers training programs for Heartland Fire and Rescue;
- Makes recommendations for disciplinary action as appropriate;

- Makes written and oral presentations to the Fire Chief, to other public agencies and to community groups;
- May serve as department liaison in contacts with Heartland Fire and Rescue fire departments or other City operating departments, other public agencies, and vendors;
- Assists with planning, organizing, directing and coordinating the activities of Heartland Fire and Rescue;
- Makes recommendations regarding staffing criteria, improving department efficiency, personnel functions and programs, facility and equipment needs, and reviews and determines training needs;
- Plans, directs and participates in a Heartland Fire and Rescue program for fire prevention inspections;
- Prepares analytical and statistical studies, research projects and special projects as assigned;
- Coordinates and monitors the Heartland Fire and Rescue's pre-hospital care system, and paramedic and Emergency Medical Technician training programs and operations.

QUALIFICATION GUIDELINES:

Education: Educational achievement equivalent to graduation from a community college with an AA/AS degree in fire science or related field, including course work in supervision and/or management. Supplemental training in construction, code enforcement, hazardous materials and related areas desirable.

Experience: At least 5 years full-time, paid firefighting experience, including at least 3 years experience at the level of Fire Captain.

Special Requirements: Possession of or ability to obtain certification as a Strike Team Leader within twelve months of appointment. Possession of or ability to obtain, prior to employment, a valid Class C California driver's license with a safe driving record.

ADDITIONAL INFORMATION:

Interested applicants must submit an online application and resume by Monday, September 4, 2017 at 5:30 pm. Applications will initially be evaluated on the basis of relevant experience and training. Candidates meeting the minimum qualifications will be invited to participate in the examination process. The examination process will be held Tuesday, September 12th – Tuesday September 19th, 2017 and will consist of the following components:

- Written Exam (20%)
- Management Skills Assessment (20%)
- Appraisal Interview (30%)
- Emergency Simulation (30%)

Candidates must achieve the following to "pass" and be placed on the eligibility list:

- A minimum score of 70% on each component

Successful candidates will be placed on an eligibility list according to the score received. The eligibility list established from this examination process will be valid for a minimum of six months and can be extended up to two years.

The job announcement may be viewed at <http://lemongrove.ca.gov/departments/human-resources>

An application, resume, cover letter and any other attachments can be emailed to Corinne Russell crussell@lemongrove.ca.gov